

# Study Leave and CPD guidance for Foundation doctors – East Midlands



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## Introduction

LNR and Trent Foundation Schools recognise that some of the skills a Foundation doctor need to attain competence on will not be readily available in the workplace. In response to this, hospital-based Teaching Programmes and a Foundation School led recommended Skills Programme have been developed, to ensure Foundation doctors can gain all necessary skills to succeed in their training. For further guidance on the Foundation Skills Programme please contact your Foundation Programme Coordinator at the Trust.

Completion of the Foundation Skills Programme is recommended to meet the mandatory curriculum requirements.

## Foundation Year 1

1. As per the terms and conditions for NHS doctors in training, a Foundation Year 1 Doctor has a study leave allowance of 15 days. Paragraph 36 further details that Study leave for Foundation Year 1 doctors will take the form of a regular scheduled teaching/training session (or similar arrangement) as agreed locally. To support this, in each Trust, the Foundation Training Programme Directors organise regular hospital Teaching Programme for F1 doctors; this is often run weekly. This Programme is protected teaching time already factored into the rotas which does not need to be requested via Accent Leave Manager. F1s can also attend F1 generic virtual teaching delivered by any Trust within the East Midlands.
2. The Foundation School expects all F1 doctors to attend at least 30 hours of all available regular hospital teaching programme sessions. This is recorded as Core CPD and is a compulsory requirement for F1 sign off.
3. It is strongly recommended that F1 doctors use 3 days borrowed from their F2 study leave allocation to attend the Acute Simulation Training, Careers Training Day and End of Life Care Training, as detailed in paragraph 10.
4. F1 doctors appointed to a two-year training programme may use up to five days out of the 10 taster days allocated to their F2 year. Any other study leave used during F1 training will be deducted from the doctor's F2 study leave allocation. This can include 1.5 days for completion of Enhance modules, which must be evidenced with completion certificates on the REAL form in the Horus portfolio. More information on Enhance can be found here

<https://sway.cloud.microsoft/XqBR1I1GkvW8FOxE?ref=email>

5. F1 doctors are not usually entitled to discretionary leave applications, these are submitted in F2. In exceptional circumstances F1s can be granted SL to present their own work at conferences after agreement from their FTPD
6. F1 SFP doctors needing to apply for the SFP Academic Induction day and/or SFP Summer Meeting, please contact [england.studyleave.em@nhs.net](mailto:england.studyleave.em@nhs.net) so that we can enable you to apply via Accent Leave Manager

## Foundation Year 2

7. As per Schedule 10, paragraph 35 of the Terms and Conditions of Service for NHS Doctors in Training, a Foundation Year 2 Doctor has a study leave allowance of 30 days.
8. In each of the Trusts, the Foundation Training Programme Directors organise a hospital teaching programme for F2 doctors equating to 10 days. This is protected teaching time already factored into the rotas which does not need to be requested via Accent Leave Manager.
9. The Foundation School expects all F2 doctors to attend at least 30 hours of weekly hospital teaching programme sessions. This is recorded as Core CPD and is a mandatory requirement of F2 sign off.
10. The Generic Foundation Skills Programme equates to 7 study leave days (3 taken in F1, see above):
  - Acute Simulation Training (2 days, 1 day is taken during F1 training)
  - Advanced Life Support course (2 days)
  - e-Learning Courses (0.5 days)
  - End of Life Care training (1 day taken during F1 training)
  - Psychiatry Simulation and eLearning (1 day)
  - F1 Careers training day 'Your Career, Your Life, Your Direction' (1 day taken during F1 training)
  - F2 Careers study session (0.5 days)
  - Two discretionary courses (part of taster leave) – must be approved by FTPD
11. Aspirational Study leave can be used for 2 courses. Aspiration study leave can be used to attend a conference, specialty course, exam prep course etc. It should

enhance the F2 doctor's e-portfolio and have agreement from their FTPD. Private study leave for exams will not be considered.

12. F2 doctors can request up to 10 taster days as part of their study leave allocation. Where F2 doctors have used study leave allowance for taster days during F1 training, this will be deducted from the 10-day allowance.

13. F2 doctors can claim 1.5 days for Enhance (3 days in total for Enhance through the two-year training programme) which must be evidenced with completion certificates on the REAL form in the Horus portfolio. More information on Enhance can be found here <https://sway.cloud.microsoft/XqBR1I1GkvW8FOxE?ref=email>

## Study Leave applications and course bookings

1. Dates of the courses and how to book each session on the recommended skills programme will be circulated by the Trust's Foundation Programme Co-ordinator.
2. After identifying a course to book onto, Foundation doctors should log onto Leave Manager and apply for study leave.
3. Foundation doctors experiencing problems in agreeing study leave with their Clinical Directorate must contact their Foundation Training Programme Director to discuss and resolve.

## Taster Leave applications

In order to apply for taster leave please ensure the following:

- 1) Discussion with relevant Consultant in the Department / Specialty identified for the taster experience – obtain approval that taster leave can be carried out
- 2) Educational Supervisor discussion is recorded in Horus e-portfolio along with their approval. This discussion should include the aims and objectives for the taster leave period as recorded in PDP created specifically for the taster leave.
- 3) A submitted application on Accent Leave Manager. This should be submitted with at least six weeks' notice, and needs to include the venue, Specialty and Consultant in charge of the taster experience in supporting information. All applications for taster leave will be reviewed by your rota approvers and, if agreed, ultimately approved by the FTPD (or FPC on their behalf).

- 4) Once you have completed the taster leave, ensure the evaluation is recorded in your PDP/e-portfolio. Evaluation form can be found on the [website](#).

## Failure to attend booked courses

LNR and Trent Foundation Schools commission sufficient places for all Foundation Doctors to attend the recommended courses. Non-attendance without an acceptable reason, is a waste of financial resources and unfair to other Foundation Doctors. You are asked to **cancel any place booked** which you are unable to attend in good time and at the earliest available opportunity using the same method/contact details as when you booked the course. Repeated non-attendance without giving good notice may result in an adverse ARCP outcome.

Foundation doctors who wish to cancel a booked place on any of the above courses should give at least 6-weeks' notice. Failure to provide 6 weeks' notice may result in the Foundation doctor being asked to self-fund attendance at a subsequent course date or not being permitted to re-book.

## Guidance for CPD

Foundation doctors need to evidence a minimum of 60 hours of learning within both F1 and F2 rotations to ensure successful outcomes at ARCP. This appendix sets out the arrangements for the governance of this process.

The 60 hours of CPD can be made up of core and non-core CPD, of which at least 30 hours need to be core.

CORE - Minimum 30 hours of generic Trust delivered Foundation Teaching

NON-CORE - any additional CPD activity to make up to a minimum of 60 CPD hours in total.

It will be the responsibility of the Foundation doctor to maintain a CPD record using the teaching log within Horus e-portfolio. No paper based or alternative portfolios will be accepted for the purpose of recording Foundation CPD. Failure to provide evidence of satisfactory attendance will result in nonstandard ARCP outcome and may halt progression.

Potentially all 60 CPD hours could be Core, however it is likely that the 30 or less hours required to make up the minimum total of 60 will either be non-core or a mixture of core

and non-core. Traditionally this has been face to face learning, which remains the preferred method of teaching. However, it is acknowledged that post-COVID, some sessions might be delivered as virtual meetings (webinars via MS Teams, Zoom, etc) or blended methods. The availability of attending virtually will be a local decision and cannot be expected to be available. Watching a recorded webinar of a core session is not necessarily an accepted method of core teaching since it is not possible to ask or questions or participate actively.

If required, and at FTPD discretion, Foundation Doctors can attend virtual foundation teaching delivered by any Trust within the East Midlands to support evidence of Core teaching.

The Foundation Schools highly recommend attendance at Foundation School organised teaching events (Generic Foundation Skills Programme) which have been commissioned by NHS England for Foundation Doctors. These events will count towards mandatory curriculum evidence:

1. Acute Simulation training in F1 and F2
2. Psychiatry Simulation F2 (for those who have not had a Psychiatry placement)
3. End of life care F1
4. Windmills F1 careers session

Details of how to book each course will be circulated to Foundation Doctors and courses may change according to demand and uptake.

### **ILS, ALS (including e-ALS) and equivalents**

ILS and ALS will not count towards CPD (UKFPO directive) and are considered essential to job role training.

Although ILS and ALS are no longer mandated by the GMC they are the most effective way of learning and evidencing the resuscitation skills necessary for curriculum sign off. ALS or equivalent will be delivered to those F2s who do not have a valid ALS certificate. Please contact your local PG Team to arrange access to these courses.

## **Trust Mandatory Training**

UKFPO states that CPD hours cannot be claimed for Trust statutory and mandatory training (e.g. fire safety, information governance) as these are an employment and not a curriculum requirement.

## **Data recording and evidence of participation in Trust Programmes**

We anticipate that Foundation Programme Coordinators in Trusts may keep records of attendance for quality assurance purposes and to assist participants and lecturers, but the onus will be on individual doctors to maintain records on their e-portfolio that demonstrate engagement in learning.

## **Less than full-time (LTFT) doctors**

CPD should be pro-rata for LTFT doctors. For example, if a Foundation doctor is working at 50% of full time, then the CPD for the F1 or F2 training year would be accumulated over two years.

## **PG Certificate**

Foundation doctors completing a Specialised Foundation Programme can count a maximum of 15 hours CPD for the delivered element of this qualification.

## **Taster days**

Taster days do not count towards CPD hours.

## **E- learning**

This will be a permitted component of CPD. The Trent and LNR Foundation schools allow a maximum of 6 hours of 'E-Learning for Health' module completion to count towards CPD in line with other Foundation Schools. No single module will be credited with more than 30 mins. This is separate to any e-learning that an employer might insist on (as induction modules to allow an employee to fulfil their role), which will not count towards CPD.

## **Enhance Enable**

Modules can count towards up to 12 hours of CPD in FY1 and an additional 12 hours in FY2.



Enhance Enable is an educational offer to gain a broader understanding of the core Enhance domains. It is open to all Foundation doctors in England and involves self-directed learning via the postgraduate virtual learning environment (PGVLE). The six domains cover:

1. Person-centred practice
2. Complex multimorbidity
3. System working
4. Population health
5. Social justice
6. Environmental sustainability

Through these domains, the Enhance Enable programme aims to equip Foundation trainees with the theory behind holistic approaches to health and inequality, population health and oneself as a health professional.

Completion of Enhance Enable requires a reflection for each module on the trainees' e-portfolio, as well as the feedback forms on the PGVLE.

## **Personal reading and reflection**

Personal reading and reflection can be counted as non-core learning. Each journal/book and associated reflection will be credited for no more than 30 minutes with a maximum of 5 hours total non-core time permitted for reading and reflection.

## **Study leave**

Types of activity that will count towards the additional Non-Core training are:

1. External accredited courses attended by F2 doctors as discretionary study leave (see study leave guidance).
2. Internal educational activity at F1 and F2 including
  - a. Morbidity and mortality reviews
  - b. Journal clubs
  - c. Departmental meetings where a formal register is kept
  - d. Hospital grand rounds or equivalent
  - e. Departmental simulation training
  - f. Balint groups
  - g. Schwarz rounds

- h. QI teaching or QI meetings and presentations
- i. E-Learning for Health - a maximum of 6 hours will be given credit; no single module will be credited with more than 30 mins. See E-Learning for Health for details of Foundation e-learning
- j. Attendance at Foundation Skills Programme courses commissioned by the Foundation School.

## FAQs

1. How are the 30 days study leave for F2s allocated in the LNR and Trent Foundation Schools?

Ten days are assigned for Taster Leave of which up to 5 can be taken in the F1 year. The remaining 20 days are assigned to your hospital protected teaching programme for F2 (10 days) and the school's Foundation Skills Programme (10 days).

2. What are valid reasons for being absent from the hospital's teaching programme?

Valid reasons for not attending teaching include being on annual, sickness, compassionate, paternity or carers leave.

3. I am not being released from my current job to attend the hospital's teaching programme. I am concerned I'm not meeting the required attendance level, what should I do?

Most Trusts provide at least 40 hours of internal Foundation teaching so even with days off and annual leave you should be able to attend 30 hours teaching. If you are regularly unable to attend teaching, please inform your Foundation TPD and complete an exception report so your concerns can be actioned. In addition, many Trusts will now permit doctors from outside of their Trust to attend the virtual delivery of Foundation teaching.

4. What is involved in the Foundation Skills Programme?

The programme is made up of taught and approved e-learning courses.

5. I've already undertaken ALS - can I use the study leave and funding to attend another course?

With the permission of your FTPD, you may be permitted to attend another relevant course or further taster days, but there will be no funding available for this.

6. I have already spent time in the specialties I am considering for my specialty career, so can I use my taster leave for something else?

Yes, however only F2 doctors may use taster leave in this way with permission of their FTPD, please see paragraph below regarding discretionary leave applications.

7. What is a permissible discretionary leave application?

Attendance at specialty exams, career-relevant courses/conferences, specialty exam preparation courses or specialty career-relevant courses/conferences may be permitted for F2 doctors only, providing you seek prior agreement from both your ES and FTPD.

8. What happens if I fail to present evidence in my portfolio of 60 hours of training?

Initially you will receive an outcome 5 at ARCP. If within a short period you fail to provide evidence of 60 hours of CPD you will be issued an outcome 3 and fail to progress. This would lead to an extension of training.

9. How can I record my CPD?

The only method available is the Horus portfolio to which all evidence should be uploaded.

10. How do I apply for study leave?

Please follow the study leave guidance at [www.eastmidlandsdeanery.nhs.uk/policies/Study\\_Leave](http://www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave)

11. Can I apply for private study leave (exam revision time)?

No, private study leave is not permitted during Foundation Training.

12. Can I apply for study leave to help with medical student sessions?

In general, only activities relating to training will be covered under study leave. This kind of activity would be classed under professional leave which is managed locally by the Trust, and should be requested under this heading for those Trusts that allow it.

If the Trust you are working at does not allow Professional Leave, please discuss it with your ES who will need to give permission for this to be requested under Study Leave allowance. When using Study Leave no more than one day per year should be used for this activity unless discussed and approved by the FTPD / FSD.